

## INSTRUCTIONS FOR FILING A TEMPORARY USE PERMIT APPLICATION

### WHAT IS A TEMPORARY USE PERMIT (TUP)?

A TUP is a discretionary approval (not permitted as a matter of right) for short-term activities that might not meet the normal development or use standards of the applicable Zoning District but may be acceptable because of their temporary nature. Special requirements or limitations may be part of the approval, depending on the nature of the case and its impacts on neighbors.

### WHAT ARE THE CRITERIA FOR GRANTING A TUP?

- A. The establishment, maintenance, or operation of the use will not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working near the proposed use.
- B. The use, as described and conditionally approved, will not be significantly detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the community.
- C. The proposed use is consistent with the Zoning District requirements and General Plan. However, the TUP may authorize variation from the specific requirements as may be determined appropriate by the Zoning Administrator considering the short duration of the proposed use.

### APPLICATION PROCESS

**Step 1:** Submit a completed application form, supplemental information, and application filing fee to the Community Development Department at City Hall, 500 Castro Street, Mountain View. If you have any questions regarding the Temporary Use Permit process, please contact the Community Development Department, Planning Division at (650) 903-6306.

**Step 2:** Planning staff will initially review the completed application and supplemental information for completeness and route the information to other departments for review and approval. The application package shall be submitted a minimum of three (3) weeks prior to the event date to allow adequate review and response time.

**Step 3:** Once all the necessary materials and signatures have been obtained on the permit application, you will be given a copy. Your copy should be available at the event (stored on-site) should any City official request to see it.

CITY OF MOUNTAIN VIEW • COMMUNITY DEVELOPMENT DEPARTMENT

TEMPORARY USE PERMIT APPLICATION

Issuance of a Temporary Use Permit is subject to the conditions and representations shown on the permit application form with attached materials. Any violation of the conditions or representations set forth and/or made herein may result in the immediate suspension or revocation of this permit, and citation(s).

1. Date of Application: \_\_\_\_\_
2. Description of Proposed Event: \_\_\_\_\_  
Location of Proposed Event: \_\_\_\_\_
3. Starting Date: \_\_\_\_\_  
Ending Date: \_\_\_\_\_  
Hours of Operation: \_\_\_\_\_  
Proposed Date/Time of Fire Department Inspection: \_\_\_\_\_
4. Date the Proposed Event Will be Cleared From Site or Building: \_\_\_\_\_
5. Date Utilities to be Removed: \_\_\_\_\_

**EVENT OPERATOR INFORMATION**

6. Operator of Event (Company/Name of Person): \_\_\_\_\_
7. Address and Phone Number of Operator: \_\_\_\_\_  
\_\_\_\_\_

**APPLICANT INFORMATION**

Signature of applicant verifying information enclosed with this application is accurate and true:

8. Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
9. Applicant's Name/Title: \_\_\_\_\_
10. Applicant's Address: \_\_\_\_\_
11. Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Signature of property owner approving proposed use of site or building:

12. Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
13. Owner's Name: \_\_\_\_\_
14. Owner's Address: \_\_\_\_\_
15. Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

TEMPORARY USE PERMIT APPLICATION  
FOR STAFF USE ONLY

☐ Code Enforcement Division

\_\_\_\_\_  
*Signature of Code Enforcement Officer*

\_\_\_\_\_  
*Date*

☐ Police Department

\_\_\_\_\_  
*Signature of Police Department Official*

\_\_\_\_\_  
*Date*

☐ Fire Department

\_\_\_\_\_  
*Signature of Fire Department Official*

\_\_\_\_\_  
*Date*

☐ Building Inspection Division

\_\_\_\_\_  
*Signature of Building Official (or designee)*

\_\_\_\_\_  
*Date*

Fire Department and Building Inspection Division releases are subject to issuance of required permits and satisfactory completion of all required inspections. For information, call: Fire Department at (650) 903-6378 or Building Division at (650) 903-6313.

☐ Planning Division

\_\_\_\_\_  
*Signature of Zoning Administrator (or designee)*

\_\_\_\_\_  
*Date*

Application No: \_\_\_\_\_

Issued By/Date: \_\_\_\_\_

Date Permit Expires: \_\_\_\_\_

Planning Fee (Account No. 211215-42707 PLTUP): \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Fire Department Fee (Account No. 265510-42706 FPBINS): \_\_\_\_\_

Police Department Fee (Account No. 270918-42706): \_\_\_\_\_

## **SUPPLEMENTAL INFORMATION**

Please provide the following supplemental information with a completed application form:

**1. A letter including the following information:**

- ☐ Setup and removal date(s) and time(s).
- ☐ Description of the event, including date(s) and time(s).
- ☐ Approximate number of people attending.
- ☐ Number staffing the event.
- ☐ Any additional information regarding special or unusual circumstances associated with the event (i.e., pyrotechnics, use of the parking lot, etc.).
- ☐ If the use will last more than 35 consecutive days, separate letters signed by the property owners of each abutting property stating their agreement of the use shall be submitted.
- ☐ Information describing the impacts, if any, of the use/event on adjacent properties and the community.

**2. A dimensioned site plan including the following items:**

- ☐ The approximate location of where the proposed use is to occur on the site.
- ☐ The size of any proposed tent(s), canopies, temporary membrane structures, trailers, etc.
- ☐ If there is an effect on a parking lot, list the number of spaces affected and where parking will occur. Accessible parking spaces and Fire Department vehicle access may not be obstructed by any temporary use.
- ☐ Streets that are proposed to be closed to the public (if applicable).
- ☐ Location and orientation of the stage if live and/or amplified music will occur. Also, the type of power source: i.e., generator, PG&E, etc.
- ☐ Pedestrian travel pathways.
- ☐ Location of safety features such as cones, barricades, etc.
- ☐ Location of on-site fire protection equipment (i.e., hydrants, Fire Department sprinkler connections, etc.).
- ☐ Streets proposed to be closed to the public (if applicable).

**3. For tents and temporary membrane structures (TMS) exceeding 200 square feet, or canopies exceeding 400 square feet, include the following additional information:**

- ☐ Number of occupants.
- ☐ Exit and seating plan: Indicate the number and location of exits, as well as exit widths and exit signs; seating arrangement; and aisle locations and widths. Indicate type of exit door(s), slider(s), or whether none are intended.
- ☐ Table arrangement plan (if applicable): Indicate number of tables and approximate locations. Do not obstruct exit doors or exit openings with tables, chairs, or displays.
- ☐ Number, type, rating, and locations of portable fire extinguishers.
- ☐ Type and location of portable heating appliances.
- ☐ The location of "NO SMOKING" signs.
- ☐ A minimum of 20' maintained between the tent or canopy and any adjacent structures, property lines, parked vehicles, internal combustion engines, or other tents and canopies.
- ☐ The location of any diesel generators and required fire extinguishers. Gasoline-powered generators are prohibited; all generators shall be grounded.
- ☐ Engineered tents or canopies requiring more than water barrel-type hold-downs shall require submittal of structural calculations and field inspection approval by the Building Inspection Division.
- ☐ Indicate whether food warming (i.e., Sterno) is planned. Cooking is prohibited in tents, canopies, and TMS occupied by the public. Candles are prohibited in tents, canopies, or TMS occupied by the public.
- ☐ Submit fire-retardant certificates for the tent sidewalls, curtains, and tops. Submit copies of fire-retardant treatment certificates for any decorations (including stage drops) and floor coverings (i.e., carpet such as indoor/outdoor carpeting). The use of treated and untreated "turf"-type carpeting is prohibited.
- ☐ Liability insurance information.
- ☐ Lightweight extension cords are prohibited. Heavy-gauge extension cords and SO cords are permitted provided they are grounded and the maximum anticipated amperage does not exceed their listed capacity. Extension cords and/or power taps shall NOT be daisy-chained together. All portable electrical extension devices shall be in good working condition and not in any form of disrepair (broken, frayed insulation, exposed conductors, etc.).
- ☐ Review and comply with the Santa Clara County Standards for Tents, Canopies and Temporary Membranes and/or Santa Clara County Standards for Outdoor Carnivals and Fairs (available online at <http://www.unidocs.org>).